

## Patrick Place POA Board Meeting Minutes

March 27, 2020

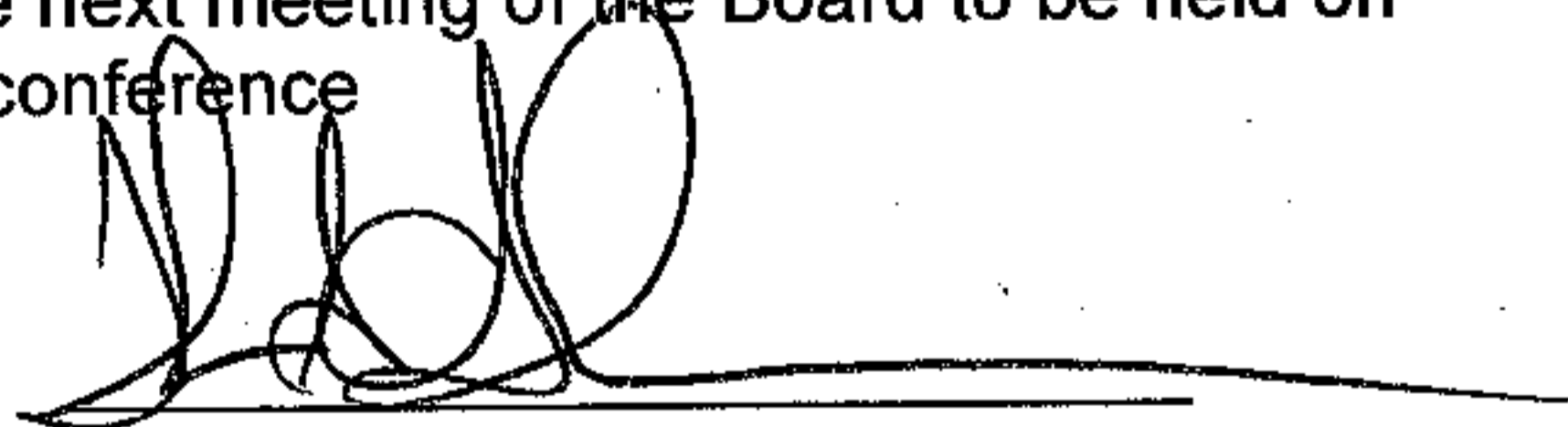
- In Attendance:** Michael Branagan, Tom Decker, Elizabeth Hoffman, Melissa Hoffman, Karen Masterson, Barbara Scott, Chris Young
- Call to Order:** President Decker called the meeting to order at 3:06 p.m. via teleconference.
- Minutes:** It was motioned, seconded, and unanimously carried to accept the minutes of February 27, 2020 as written.
- Financial Report:** A financial statement as of March 26, 2020 was provided by Treasurer Scott which included an initial budget. Transposed budget numbers for lawn services and social events to be corrected. Revenue for March is \$20,250 from annual dues.
- There are eight unpaid homeowner annual dues. President Decker wrote notification letters which were hand-delivered to mail box tubes. Follow-up notices will be sent as necessary, this time via Certified Mail in order to obtain proof of receipt.
- Old Business:** President Decker prepared and distributed the 2020 Board's first Neighborhood newsletter in March which was very well received.
- New Business:** April's newsletter will remind homeowners of the April 25, 2020 clean-up of the common area from 9-11am and announce that due to the COVID-19 virus, the potluck will be cancelled. Other topics for newsletter consideration included landscaping best practices (Chris Young), information on COVID-19 (Melissa Hoffman) and the need for gloves (Barbara Scott). Homeowners should be encouraged to join the existing Nextdoor Digest.

### Adjournment

The meeting was adjourned at 3:30 p.m. to the next meeting of the Board to be held on Thursday, April 23, 2020 at 6:00 p.m. via teleconference



Karen Masterson, Secretary



Tom Decker, President